

2023/24 Finance 'Road Map' for Heads of Schools

	March	April	May	June	July
Financial Responsibilities, VFM, and Financial Literacy (lead contact Sian Thomas)		<p>Heads of School invited to first online awareness raising workshop to cover regulatory compliance/risk around</p> <ul style="list-style-type: none"> • Anti facilitation of tax evasion/CFA • Anti money laundering • Modern Slavery • Fraud • International sanctions <p>All finance system users will receive notification of re-launched Authorising Expenditure e-learning, and will be encouraged to refresh their understanding by re-doing the course.</p>	<p>Heads of School will receive advance actions for the annual literacy and responsibilities self-assessment.</p> <p>Heads of School receive Pre-Year-End communication and text to send to staff with a reminder of their year-end responsibilities.</p>	Heads of School will complete literacy and responsibilities self-assessment to inform future support (supported by Finance Business Partners).	Heads of School receive outcomes of the literacy and responsibilities self-assessment
<i>Finance can offer bespoke workshops to Directors of Professional Services and their staff on request</i>					
Compliance (Ian McKee and Leah Pillay)			Heads of School will receive compliance reports covering the period from October 2023 to April 2024. This will include purchasing cards, expenses and new user training.		
<i>Finance will contact finance system users to resolve any issues of non-compliance and identify training needs. Directors of Professional Services to act on issues where identified by Finance.</i>					
Delegations Review (Kevin Pierson)					
ABP (ex BSMS) (Kay Jones overall, Kevin Pierson for Finance)			Process complete		
BSMS budget/5yr plans (Sue Chapman)				Approval of budget	
Forecasts (Kevin Pierson)			<p>BSMS Q3 sign off.</p> <p>Q3 School sign off</p> <p>Final RAM allocation agreed</p> <p>Year-end preparations, review of accruals, HEIF and SEF projects.</p>		
Academic Time Survey (ATS) (Jo Seddon/Simon Upstone)			ATS survey closes		
SDF (Chris Chaplin)					
PGR & RTSG (Management Accounting Services)			<p>Heads of School approve Jul-Sep bursary payments</p> <p>Heads of School approve 24/25 fee waivers</p>		
Incentive payments (Management Accounting Services)					